# Product Information Form

This form provides information to the FEMP Communications Team about publications, exhibits, logos, and templates developed and/or sponsored by FEMP. Learn more about [FEMP's publication process and next steps](#).

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**Product Name:**

**FEMP Program:**

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**FEMP Requestor/Subject Matter Expert**

Name:

Email:

Phone:                        -            -

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**Lab Requestor (if applicable)**

Name:

Email:

Phone:                        -            -

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**Lab/Contractor Communications Contact (if applicable)**

Name:

Email:

Phone:                        -            -

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**Date Submitted for Review**                    **Final Production Date (if known)**

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**Product Description**

Describe purpose of product.


Identify audience(s).

Describe how product will be distributed to your audience. (Ensure that distribution method is appropriate for audience.)

Describe product format (e.g., report, brochure, exhibit, logo, template etc.) and number of pages (if applicable).

If you are proposing a printed product, please explain if and how the content will be represented on the FEMP website.

If product is part of series, please describe series. If you are seeking blanket approval, please note that.

Describe how often product will be updated.

If product is a new logo or template, please describe why using existing identifiers, logos, and templates does not meet your needs.

Additional Submitter Comments (optional)